

DD/S Handwritten

FILE Personnel 3

17 November 1966

MEMORANDUM FOR: Mr. Vance

As you know, we discussed the matter of ceremonies and awards for retiring senior Support Officers at the Noon Meeting yesterday. Mr. Bannerman had previously asked that we come up with some suggestions. Mr. Warfield agreed with the suggestions made yesterday that:

a. Honor and awards ceremonies will be held as usual in the Director's Conference Room.

b. Luncheons or parties will be arranged by the Support Office concerned. (DD/S or some of his Staff may attend, as invited, but it would not be a DD/S affair.)

c. Retiring Support Officers, GS-15 and above, should be honored by DD/S, in company of the Support Services Office Heads, at the beginning of a DD/S Staff Meeting. This could include presentation of a retirement plaque and/or a letter signed by the Director. Preferably, this ceremony should precede an office luncheon or party, at which the DD/S ceremony and presentations could be mentioned.

Will you please determine who among the Support Officers, GS-15 and above, will be retiring within the next few months so that we can make arrangements for the DD/S presentation described above. (It will be necessary to see that a retirement letter and plaque is prepared and the Director's signature obtained in time for the presentation.)

✓
VRT